

AGENDA

Management Conference - Office of Security

1:30 PM, 2 October 1973

1. Status of objectives.

Objective #3.

X ✓  
If more than 7410 will be completed by the 30 September milestone, perhaps the December milestone should be moved forward to November, or if left at December, perhaps the number of cases should be increased to 7425, 7450, or whatever is a reasonable revision of the target. Please comment. *Resists for 71974.*

Objective #4.

TD  
This objective was discussed at the 7 August conference and left open until this October conference. If there has been no change, perhaps this objective should be dropped. What do you recommend?

Objective #5.

X 1556  
See notes from 7 August meeting. This was to have been reassessed to determine what could be accomplished with the resources available. What is the current status?

Objective #6.

X TD  
Why is this going so fast? At this rate when will it be completed? What happens then -- what will you have that you don't have now? How will you reallocate the resources that are now devoted to this objective?

Objective #7.

4 TD  
This objective also seems to be exceeding the plan. The same questions as addressed to objective #6 apply here. Please comment.

Objective #12.

PS  
Having completed the review of the cited documents, do you plan to recommend revisions to any of them? If not, why not? If you do plan to recommend revisions, what are they? Please discuss.

16  
drugsObjective #15.

✓ The first milestone was exceeded by four months. Why so much lag between completion of the first milestone and the first offering of the course? Why hold to the original schedule to offer it if it is ready now?

✓ 2. Status report on the reorganization.

STAT

✓ 3.

✓ 4. Status report on Phase III  program.

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✓ 5. Status report on Badge Machine (Objective #19).

✓ 6. Follow-up actions to  find.

✓ 7. Status report on the terrorist committee (see para 11 of records of 7 August conference).

✓ 8. Status report on the cover problem  (see para 15 of 7 August conference report).

STAT

✓ 9. Status report of preparation to respond to Congressional interest in amending CIA legislation (see para 16 of 7 August conference report).

✓ 10. Computer privacy report distributed by the Department of HEW. Please discuss. (See OS Weekly Report of 31 August and 7 September.)

✓ 11. Desirability of reporting only on selected objectives during each management conference. Discussion.

12. In December it is suggested that you be prepared to discuss:

Objective #1 in relation to the functional review and zero base budget currently underway.

Objective #5 in relation to revised action plans.

Objective #12.

Objective #14.

Objective #17 (to be revised).

Objective #19

Other objectives will be discussed only if there is a significant deviation from the action plan related to each. At the December conference the Director of Security will identify those objectives he would recommend to be reported upon in detail at the February conference.

STATUS OF OBJECTIVES

OBJECTIVE NO. 3

IF MORE THAN 7410 INVESTIGATIVE CASES WILL BE COMPLETED BY THE 30 SEPTEMBER MILESTONE, PERHAPS THE DECEMBER MILESTONE SHOULD BE MOVED FORWARD TO NOVEMBER, OR IF LEFT AT DECEMBER, PERHAPS THE NUMBER OF CASES SHOULD BE INCREASED TO 7425, 7450, OR WHATEVER IS A REASONABLE REVISION OF THE TARGET. PLEASE COMMENT.

ANSWER

THE MILESTONE OF 7410 COVERED OVERT, COVERT AND REINVESTIGATION CASES TO BE COMPLETED BY 30 SEPTEMBER 1974 AS THIS OBJECTIVE COVERS FY-1975. WE REPORTED THAT BY 30 SEPTEMBER 1973 WE COMPLETED MORE THAN 7410 CASES TO INDICATE OUR CURRENT CAPABILITY.

SINCE NEW PERSONNEL REDUCTIONS ARE CONTEMPLATED WE WILL REVIEW THIS OBJECTIVE TO DETERMINE OUR FY-1975 CAPABILITY TO MEET IT.

IN ADDITION WE WILL PREPARE OUR FY-1974 OBJECTIVE COVERING THIS ACTIVITY.

OBJECTIVE #4

THIS OBJECTIVE WAS DISCUSSED AT THE 7 AUGUST CONFERENCE AND LEFT OPEN UNTIL THIS OCTOBER CONFERENCE. IF THERE HAS BEEN NO CHANGE, PERHAPS THIS OBJECTIVE SHOULD BE DROPPED. WHAT DO YOU RECOMMEND?

ANSWER

STAT THIS COVERS SUPPORT TO OUR NON-OFFICIAL COVER PROGRAM. CONSULTATION WITH THE ☐ DDO IS CONTINUING IN AN EFFORT TO OBTAIN REQUIREMENTS FROM THE VARIOUS DDO DIVISIONS. WHEN REQUIREMENTS ARE RECEIVED WE WILL PREPARE APPROPRIATE ACTION PLANS.

THEREFORE WE SHOULD CONTINUE WITH THIS OBJECTIVE.

OBJECTIVE #5

SEE NOTES FROM 7 AUGUST MEETING. THIS WAS TO HAVE BEEN REASSESSED TO DETERMINE WHAT COULD BE ACCOMPLISHED WITH THE RESOURCES AVAILABLE. WHAT IS THE CURRENT STATUS?

ANSWER

THIS OBJECTIVE COVERS COMPUTER SECURITY--WE HAVE VERY RECENTLY SUBMITTED 19 PAGES OF MILESTONES COVERING OUR OBJECTIVES IN THIS FIELD. WE WILL NOW COMMENCE TO EVALUATE THESE MILESTONES. AS INDICATED IN THE AGENDA, WE WILL DISCUSS THIS OBJECTIVE IN RELATION TO REVISED ACTION PLANS DURING THE DECEMBER MANAGEMENT CONFERENCE.

OBJECTIVE #6

WHY IS THIS GOING SO FAST? AT THIS RATE WHEN WILL IT BE COMPLETED? WHAT HAPPENS THEN--WHAT WILL YOU HAVE THAT YOU DON'T HAVE NOW? HOW WILL YOU REALLOCATE THE RESOURCES THAT ARE NOW DEVOTED TO THIS OBJECTIVE?

ANSWER

THIS OBJECTIVE COVERS PLACING THE REMAINING 18  STAT  
STAT  SYSTEMS ON THE CENTRAL COMPUTER STORAGE DURING  
FY-1974. IN OUR ACTION PLAN WE PROJECTED THE COMPLETION OF  
THIS PROJECT BY 28 FEBRUARY 1974. WE ALSO INDICATED IN OUR  
MILESTONES THAT 9 OF THE 18 SYSTEMS WOULD BE INCORPORATED BY  
31 OCTOBER. AS OF 30 SEPTEMBER 12 SUCH SYSTEMS HAVE BEEN SO  
INCORPORATED. AS A RESULT WE ARE MEASURABLY EXCEEDING OUR  
PLANNED PERFORMANCE LEVELS.

THIS ACTIVITY IS BASICALLY A SEMI-PROFESSIONAL ONE  
INVOLVING THE TRANSFER OF DATA FROM A HAND-WRITTEN LOG PRE-  
PARED BY THE FIELD PERSONNEL INTO COMPUTER FORMAT BY THE  
TECHNICAL DIVISION AT HEADQUARTERS. AS SUCH IT IS DONE  
WHENEVER TECHNICAL DIVISION PERSONNEL, WHO ARE ENGAGED IN  
OTHER DUTIES, CAN GET TO IT. TO DATE THEY HAVE BEEN ABLE TO  
MOVE FASTER IN THIS FIELD THAN ANTICIPATED. IT SHOULD BE  
COMPLETED EARLY NEXT YEAR, ALTHOUGH THE EXACT DATE IS DIFFICULT

OBJECTIVE #6 - ANSWER (CONTINUED)

TO PREDICT. WHEN COMPLETED WE WILL BE ABLE TO DEVOTE MORE TIME TO THE ANALYSIS FUNCTION WHICH IS DESIGNED TO IDENTIFY PREVIOUSLY UNRECORDED RADIO TRANSMISSION.

OBJECTIVE #7

THIS OBJECTIVE ALSO SEEMS TO BE EXCEEDING THE PLAN.  
THE SAME QUESTIONS AS ADDRESSED TO OBJECTIVE #6 APPLY HERE.  
PLEASE COMMENT.

ANSWER

STAT



OBJECTIVE #12

HAVING COMPLETED THE REVIEW OF THE CITED DOCUMENTS, DO YOU PLAN TO RECOMMEND REVISIONS TO ANY OF THEM? IF NOT, WHY NOT? IF YOU DO PLAN TO RECOMMEND REVISIONS, WHAT ARE THEY? PLEASE DISCUSS.

ANSWER

THIS OBJECTIVE CALLS FOR THE COMPLETION OF A STUDY TO DETERMINE IF WE CAN STREAMLINE INVESTIGATIVE TECHNIQUES AND PROCEDURE. OUR FIRST MILESTONE, WHICH WAS COMPLETED ON TIME, CALLED FOR A REVIEW OF STATUTORY REQUIREMENTS FOR INVESTIGATIVE COVERAGE BY 31 AUGUST 1973. EO 10450, [ ] DCID 1/14 AND

STAT [ ] WERE STUDIED.

STAT

THIS REVIEW DID NOT CULMINATE IN RECOMMENDATIONS FOR REVISING EO 10450. HOWEVER [ ] WILL BE REVISED TO COVER OUR NEW POLICY ON CREDIT AND HOUSE INTERNAL SECURITY RECORDS. IN ADDITION WE WILL REQUEST A SIMILAR AMENDMENT TO DCID 1/14.

STAT

STAT [ ] COVERS OPERATIONAL APPROVALS AND COVERT CLEARANCES. IT DOES NOT SET FORTH INVESTIGATIVE REQUIREMENTS BUT IDENTIFIES THE APPROVAL OR ISSUING AUTHORITY AND THE TYPE OF BIOGRAPHIC DATA WHICH MUST BE SUBMITTED WITH THE REQUEST FOR THE APPROVAL OR CLEARANCE.

OBJECTIVE #15

THE FIRST MILESTONE WAS EXCEEDED BY FOUR MONTHS. WHY SO MUCH LAG BETWEEN COMPLETION OF THE FIRST MILESTONE AND THE FIRST OFFERING OF THE COURSE? WHY HOLD TO THE ORIGINAL SCHEDULE TO OFFER IT IF IT IS READY NOW?

ANSWER

THIS OBJECTIVE COVERS A REVIEW AND RESTRUCTURING OF TRAINING COURSES TO MAKE THEM RESPONSIVE TO THE SECURITY NEEDS OF NON-OS PERSONNEL GOING OVERSEAS TO POSTS WHERE NO PROFESSIONAL SECURITY OFFICERS ARE ASSIGNED.

THE FIRST MILESTONE, RESTRUCTURING THE COURSE, WAS SET FOR 1 JANUARY 1974. IN FACT IT WAS ACCOMPLISHED DURING SEPTEMBER 1973. THE COURSE ITSELF WAS GIVEN, ON A TRIAL BASIS, DURING THE TWO WEEK PERIOD STARTING 17 SEPTEMBER 1973 TO OS CAREERISTS. IT WILL NEXT BE OFFERED DURING APRIL 1974 TO NON-OS AND OS CAREERISTS.

DUE TO ONGOING PHYSICAL SECURITY REQUIREMENTS

WE CAN ONLY GIVE THIS COURSE TWICE A YEAR. WE PICKED APRIL BECAUSE THIS FITS INTO THE TRAINING SCHEDULE OF OS CAREERISTS GOING OVERSEAS IN THE LATE SPRING/FALL OF 1974.

STATUS OF REORGANIZATION WITHIN TECHNICAL  
DIVISION

THE REORGANIZATION IS PROCEEDING SMOOTHLY  
ALTHOUGH SOMEWHAT SLOWER THAN ANTICIPATED; A HEAVY  
TDY SCHEDULE FOLLOWED BY A HEAVY VACATION SCHEDULE  
HAS SOMEWHAT HAMPERED MANAGERS AND SUPERVISORS  
IN THEIR EFFORTS TO REDEFINE TASKS AND INTEGRATE  
THOSE EMPLOYEES ABSORBED FROM OSSD AND PHYSICAL  
SECURITY DIVISION.

A CONSIDERABLE IN-HOUSE TRAINING PROGRAM IS  
REQUIRED OVER THE NEXT TWELVE MONTHS TO CROSS  
TRAIN PERSONNEL IN [ ] PHYSICAL SECURITY  
EQUIPMENT TECHNIQUES. THIS PROGRAM HAS BEGUN.

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WE PREDICT A REDUCTION IN OUR RESPONSE  
CAPABILITY TO THE FIELD DURING THE NEXT TWELVE  
MONTHS PREDICATED ON (A) CROSS-TRAINING PROGRAM;  
(B) CLOSING OF REGIONAL OFFICE [ ] AND  
(C) INHERITANCE OF LARGE OVERSEAS ALARM PROGRAM  
WHICH HAS HISTORICALLY BEEN UNDERSTAFFED.

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PHYSICAL SECURITY DIVISION REORGANIZATION

AS A RESULT OF VARIOUS PERSONNEL CHANGES, THE [ ] 25X1  
SECURITY BRANCH WAS NOT AT FULL STRENGTH UNTIL EARLY  
25X1 SEPTEMBER. THE [ ] SECURITY BRANCH IS STILL SOMEWHAT  
SHORTHANDLED AND, ADDITIONALLY, IS HAVING TO PROVIDE TRAINING  
TO SEVERAL OF ITS RECENT ASSIGNEES. NONETHELESS, BOTH  
BRANCHES NOW HAVE SURVEY TRIPS IN PROGRESS WITH A FULL  
SCHEDULE PROGRAMMED FOR LATER IN THE FISCAL YEAR.

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PSI REORGANIZATION

NO SERIOUS PROBLEMS HAVE SURFACED AS A RESULT OF THE CONSOLIDATION OF THE INVESTIGATIVE AND CLEARANCE FUNCTIONS. IN FACT, SOME DUPLICATION WHICH EXISTED BEFORE THE CONSOLIDATION HAS BEEN ELIMINATED.

IT IS EXPECTED THAT THE FINAL CONSOLIDATION OF PSI PERSONNEL WILL TAKE PLACE DURING NOVEMBER 1973.

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SECURITY ACCESS CONTROL SYSTEM (BADGE MACHINE)

STAT THE SECURITY ACCESS CONTROL SYSTEM HAS PROGRESSED  
THROUGH THE SELECTION PROCESS TO THE NOTIFICATION OF THE  
RECOMMENDED CONTRACTOR, [ ] THE PRE-AWARD AUDIT IS  
BEING COMPLETED AND A PRESENTATION TO THE CONTRACT  
REVIEW BOARD, OFFICE OF LOGISTICS, IS CURRENTLY UNSCHED-  
ULED AWAITING THE ARRIVAL OF ONE AUDIT REPORT FROM THE  
WEST COAST. THE OFFICE OF LOGISTICS HAS SAID IT IS REASON-  
ABLE TO HOPE THE MEETING CAN BE HELD THE WEEK OF 1 - 6  
OCTOBER.



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BRIEFING NOTE

SUBJECT: Counterterrorist Assistance

It was previously reported to the DD/M&S that the Office of Security was attempting to have a working group established within the Agency which would handle terrorist threats against Agency installations and personnel overseas. This effort was not met with great enthusiasm in the CI Staff. However, after briefing the SSA DD/M&S on the value of such a working group, he agreed to present the proposal directly to the DD/O. Mr. Nelson agreed with the suggestion and proposed that the chairman of the group be the SSA DD/M&S. Subsequently a formal memorandum was prepared by the Director of Security to the DD/O requesting the DD/O's approval. On 11 September, Mr. Nelson approved the request establishing the working group on counterterrorist assistance composed of representatives from CI,

STAT [ ] OTS, Office of Security and Area Divisions concerned. The group will be chaired by

STAT [ ] No meetings of the group have been  
STAT held in view of [ ] foreign TDY.

73-4920

10 SEP 1973

MEMORANDUM FOR: Deputy Director for Operations  
SUBJECT : Counterterror Assistance

1. Action Requested: It is requested that you approve the establishment of a working group within the Agency to assist in countering terrorist threats against our installations; such recommendation is contained in paragraph 4.

2. Basic Data:

a. During the past several months, Headquarters has responded to a number of urgent requests from overseas stations for assistance in countering terrorist threats against installations, individuals, and residences. The nature of this response has varied from advice and guidance to dispatching TDY officers to conduct comprehensive surveys, briefings and training. To date there has been no concerted effort to develop a coordinated Agency response to these requests.

b. The terrorist threat against our stations abroad appears to require a more centralized response to ensure that our people are getting the very best assistance, advice and guidance the Agency can offer. In addition, a centralized authority is necessary to ensure that State Department inputs can be negotiated to the best advantage of the station and Embassy.

3. Staff Position: Systematic examination of total requirements and establishment of priorities would assist.

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responding components, such as the Office of Security in planning for more effective allocations of their resources. At the present time, the Office of Security has curtailed their normal overseas survey schedule to accommodate special requests and to maintain at Headquarters a minimum reserve for contingency requirements.

25X1 4. Recommendation: It is proposed, therefore, that you authorize the establishment of a working group composed of representatives of CI/SO, [ ]/DDO, SSA/DDM&S, [ ] OTS, Office of Security, and Area Divisions concerned, under the chairmanship of the SSA/DDM&S. The purpose of the working group would be to coordinate within the Agency all aspects of assistance and to ensure timely State Department participation where appropriate. It would assume no command authority, but on the contrary work within the Agency's established command framework. The working group should have the following functions:

- a. Assessment of threat.
- b. Establishment of priorities.
- c. Ensure coordination with State Department.
- d. Development of a comprehensive plan for Headquarters assistance including State Department participation.
- e. Task Agency components to implement assistance in accordance with the plan developed under sub-paragraph 4d above.
- f. Monitor all Agency correspondence concerning the subject to ensure a centralized response to all facets of the problem.

[ ]  
Howard J. Osborn  
Director of Security

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STATUS REPORT OF PREPARATION TO RESPOND TO CONGRES-  
SIONAL INTEREST IN AMENDING CIA LEGISLATION

THERE HAVE BEEN PRELIMINARY DISCUSSIONS WITH  
STAFF MEMBERS OF THE NEDZI COMMITTEE WITH REGARD  
TO CIA DOMESTIC OPERATIONS. THESE DISCUSSIONS HAVE  
BEEN WELL RECEIVED. THEY INCLUDE:

CIA CAN INVESTIGATE OWN PERSONNEL

CIA CAN PROTECT ITS OWN DOMESTIC PHYSICAL  
ASSETS

CIA CAN SUPPLY FOREIGN INTELLIGENCE COVERING  
NARCOTICS AND TERRORISTS

CONTINUING LIAISON WITH OFFICE OF LEGISLATIVE  
COUNSEL WILL OCCUR.

COMPUTER PRIVACY REPORT DISTRIBUTED BY THE DEPARTMENT  
OF HEW

THE ADVISORY COMMITTEE ON AUTOMATED PERSONAL DATA SYSTEMS OF THE SECRETARY OF HEW RECOMMENDED IN A 346 PAGE REPORT THE ENACTMENT OF LEGISLATION TO ESTABLISH A NATIONAL CODE OF FAIR INFORMATION PRACTICE FOR ALL AUTOMATED PERSONAL DATA SYSTEMS. UNDER THIS CODE PERSONAL DATA RECORD KEEPING SYSTEMS COULD NOT BE SECRET; INDIVIDUALS MUST BE GIVEN ACCESS TO THE INFORMATION ON THEM, ALLOWED TO PREVENT THIS INFORMATION FROM BEING USED WITHOUT THEIR CONSENT FOR PURPOSES OTHER THAN INTENDED AND BE PERMITTED TO AMEND OR CORRECT THE IDENTIFIABLE DATA ON THEMSELVES; AND, ORGANIZATIONS MAINTAINING OR USING SUCH RECORDS MUST ASSURE THE RELIABILITY OF THE DATA AND TAKE REASONABLE PRECAUTIONS TO PREVENT ITS MISUSE.

THE ACTING DCI INFORMED THE SECRETARY OF HEW ON 24 AUGUST THAT THE AGENCY WILL REVIEW THE PROBLEM IN A BROAD FORUM.

WHILE THE TIDE BOTH NATIONALLY AND IN CONGRESS

FAVORS LEGISLATION TO SAFEGUARD PERSONAL PRIVACY  
AGAINST INVASION THROUGH THE INCREASING USE OF AUTO-  
MATED PERSONAL DATA SYSTEMS AND THE HEW COMMITTEE'S  
RECOMMENDATIONS RELATE TO COMPUTERIZED FILES ONLY,  
I FEEL THAT THE PRINCIPLES EMBODIED IN THE PROPOSED  
NATIONAL CODE COULD NOT BE APPLIED TO THE AGENCY BY  
REASON OF THE DCI'S STATUTORY RESPONSIBILITY TO PROTECT  
SOURCES AND METHODS AND THAT THE AGENCY SHOULD BE  
EXEMPT FROM ANY SUCH LEGISLATION. A TASK FORCE SHOULD  
BE FORMED, HOWEVER, TO SURVEY THE PROBLEM IN THE  
AGENCY, AND IN COORDINATION WITH THE OGC AND OLC,  
PREPARE THE PROMISED IN-DEPTH REPLY FOR THE DCI TO  
SEND TO THE SECRETARY OF HEW.



DESIRABILITY OF REPORTING ONLY ON SELECTED OBJECTIVES  
DURING EACH MANAGEMENT CONFERENCE

WE HAVE 23 OBJECTIVES FOR FY 1974 AND 1975. SOME OF THE FY 1975 OBJECTIVES HAVE MILESTONES FOR FY 1974. TO REPORT ON ALL OBJECTIVES DURING EACH BI-MONTHLY MEETING WOULD, I BELIEVE, BE COUNTER-PRODUCTIVE IN THAT THE TIME SPENT ON THOSE OF LESSER IMPORTANCE COULD BE BETTER SPENT ON THOSE WHERE THERE IS A SIGNIFICANT DEVIATION FROM THE ACTION PLANS RELATED TO EACH.